UPDATING SUPPLIER PROFILES WITH UNSPSCs

All events in eSourcing are classified using category codes from the UNSPSC (United Nations Standard Products and Services Codes) codeset. Suppliers are invited to view and participate in eSourcing events according to the UNSPSC category codes they have selected.

When updating company information, eSourcing allows users to look up UNSPSCs from a pre-defined table. Suppliers may add or delete category codes at any time. Currently, category codes in eSourcing consist of the first six digits of the UNSPSC followed by two zeros. eSourcing does not recognize the full 8-digit UNSPSC.

- Before beginning the steps below, navigate to http://www.supplier.obm.ohio.gov/.
# Updating Supplier Profiles with UNSPSCs

<table>
<thead>
<tr>
<th>Step-by-Step</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the <strong>Login</strong> link.</td>
<td><img src="image1.png" alt="Login Screen" /></td>
</tr>
</tbody>
</table>

The **Ohio Supplier Portal Sign-On Page** displays.

2. Enter **User ID**.

![Login Screen](image2.png)
3. Enter **Password**.

4. Click **Sign In**.

The **Main Menu** displays.
### Updating Supplier Profiles with UNSPSCs

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<td>5. Click on the <strong>Maintain Supplier Information</strong> link.</td>
<td><img src="image" alt="Menu" /></td>
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</table>
| | Supplier Portal Configuration  
| | Maintain Supplier Information  
| | Manage Events and Place Bids |

The **Maintain Supplier Information** page displays

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<tr>
<td>6. Click on the <strong>Maintain Vendor UNSPS Codes</strong> link.</td>
<td><img src="image" alt="Menu" /></td>
</tr>
</tbody>
</table>
| | Maintain Supplier Information  
| | Maintain and update supplier information.  
| | User Profiles  
| | Create and maintain users and supply side security.  
| | Addresses  
| | View and update address information.  
| | Contacts  
| | View and update contact information.  
| | Maintain Vendor UNSPS Codes  
| | Maintain Vendor UNSPS Codes |
The **Maintain Vendor UNSPS Codes** page displays.

7. Click the **Add a New Value** tab.

- If you have registered codes that you would like to update, click on the **Find an Existing Value** tab.
8. Enter the UNSPSC in the **SIC Code** field and hit **Enter** on your keyboard.
   - The magnifying glass next to the **SIC Code** field can be used to search for UNSPSCs. Ensure the UNSPSC ends with “00.” If the entered code does not end with “00,” replace the last two numbers of the code with “00.”

   - Go to [www.unspsc.org](http://www.unspsc.org) to search for product or service codes.
9. To add or delete additional codes, click the **add a new row** icon or the **delete row** icon located to the right of the description field.

10. Click the **Save** button.